



**CITY OF HOLLISTER  
OFFICE ASSISTANT  
Temporary Full-Time Position  
(Non-benefited)  
\$15.00/hour  
OPEN RECRUITMENT**

**Final Filing Date: Friday, May 20th, 2016**

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The City of Hollister is accepting applications for the position of Temporary Office Assistant for assignment to the City Clerk's Office. Hours will consist of a 40 hour work week, 8am to 5pm. Duration of assignment shall be determined by the department.

**POSITION:**

- Under supervision, performs clerical and support duties, with extensive Customer Service and interface with the General Public.
- Performs extensive Data Entry and Word Processing.
- Performs filing, copying, distribution of mail and answering phones.
- Operates a variety of office equipment based upon the requirements of the Department.
- Provide general clerical support to the department director, other City Departments, divisions, and outside agencies.

**REQUIREMENTS:**

- Ability to perform in a general office environment.
- Ability to perform Data Entry and Word Processing.
- Ability to respond to requests and inquiries from the general public.
- Bilingual proficiency in the Spanish Language.

**OTHER QUALIFICATIONS:**

- One (1) year of increasingly responsible clerical support experience.
- Equivalent to the completion of the twelfth grade supplemented by specialized training in office practices and secretarial functions.
- Candidate will be required to successfully pass a Background Check, to include a Fingerprint and DMV Check, Pre-employment Physical, and Drug Screening.

**TO OBTAIN AN EMPLOYMENT APPLICATION, CONTACT:**

City of Hollister  
Human Resources Office  
375 Fifth Street, Hollister, CA 95023  
(831) 636-4300 x.24  
Or visit the City website:  
[www.hollister.ca.gov](http://www.hollister.ca.gov)

***Posting Date: May 5, 2016***